Trip Preparation Checklist

Created: 5/24/2012

# Tasks:

☐ **Trip Preparation**

☐ **Renew passport or obtain passport if needed**

☐ **Gather important documents such as medical, prescriptions, phone numbers, etc.**

☐ **Research location, local event info and guides online.**

☐ **Get detailed maps and directions.**

☐ **Book any hotel, flight, or necessary car rental reservations.**

☐ **Learn about regional attractions and decide how to plan your agenda.**

☐ **Make reservations or buy tickets for any shows or special events.**

☐ **Other Preparation**

☐ **Arrange for immunizations or vaccinations if your destination warrants it.**

☐ **Arrange for Pet sitter or Pet motel.**

☐ **Arrange for childcare if not bringing children.**

☐ **Arrange for post office or neighbor to hold mail and newspaper.**

☐ **Check your auto insurance to see if you're fully covered where you're going.**

☐ **Be sure that you will have enough prescription medicine.**

☐ **Buy extras you might need such as sunscreen, insect repellant, camera batteries etc.**

☐ **Get money and/or traveler's checks.**

☐ **Pay upcoming bills that can't wait.**

☐ **Home Preperation**

☐ **Unplug appliances**

☐ **Remove or store valuables and cash**

☐ **Cut lawn and shrubs**

☐ **Check and secure windows**

☐ **Turn off water on appliances**

☐ **Close and lock all windows and sliding doors.**

☐ **Unplug TV, stereo, small kitchen appliances, etc.**

☐ **Turn off water to external faucets.**

☐ **Set your electrical timer to turn some lights on and off during the evening hours.**

☐ **Check locks for windows, doors, garage.**

☐ **Contact Preperation**

☐ **Put name and destination phone number or destination address in luggage.**

☐ **Record phone numbers for reporting lost or stolen credit cards or debit cards.**

☐ **Record emergency phone numbers to leave with neighbors or relative.**

☐ **Have emergency medical info on hand.**

☐ **Have travelers insurance policy information on hand.**

☐ **Give spare keys for home and auto to family, close friends or neighbor in case of emergency.**

☐ **Essential Items**

☐ **Tickets for travel.**

☐ **Passports/ Identification.**

☐ **Reservation confirmation for all travel plans, hotel bookings and any shows.**

☐ **Vitamins, medication, etc.**

☐ **Contact lenses, lens case, and extra solutions.**

☐ **Hat and sun protection**

☐ **Extra eyeglasses, sunglasses or lens prescription.**

☐ **Umbrella or raingear.**

☐ **Essential Toiletries.**

☐ **Electronics, including Laptop/AC, Camera/batteries, iPod/charger, Cell/charger, USB drives.**

☐ **Keys for home and auto.**

☐ **Reading material such as books and magazines.**

☐ **Entertainment such as toys, games, or puzzles.**

☐ **Travel beverages and snacks.**